

Tempe Fire Department Policies and Procedures
Fire Battalion Chief
410.02C
Rev 9-20-94

DEFINITION

To perform a wide variety of administrative and managerial duties for the Fire Department; to supervise and serve as chief field officer in directing the response, readiness, and activities of multiple fire companies; and to provide administrative support to the Fire Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Fire Chief or from the Fire Chief.

Exercises direct supervision over assigned sworn staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Serve as shift commander, managing, directing, and organizing the assigned division; manage, supervise, and coordinate operations activities, including fire suppression, EMS, and hazardous materials response.
- Serve as staff program manager in areas such as special operations, medical services, and other related programs; recommend goals and objectives; assist in the development and implementation of policies and procedures.
- Supervise and coordinate fire suppression companies on an assigned shift; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.
- Interpret and apply departmental policies and procedures; enforce compliance.
- Prepare and review forms, reports, schedules, recommendations, and other administrative records related to fire suppression, training, or other special programs as assigned.
- Oversee the budget of assigned area; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Prepare special research reports and develop programs as assigned.
- Represent the Fire Department and the City in public appearances regarding fire suppression, fire prevention, and related subjects.
- Command firefighting activities in response to fire alarms; decide on the methods of combating fires; direct firefighting until relieved by an Assistant Chief or the Fire Chief.
- Supervise the laying and connection of hose, direction of water streams, placement of ladders, ventilation of building, rescue of persons, first aid, and salvage operations.

- Prepare, direct, and coordinate training programs; review and assess training needs and available programs; oversee and coordinate the attendance of Departmental staff at training programs and seminars; research policies and procedures related to training activities.
- Participate in recommending the appointment of personnel; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Conduct periodic familiarization inspections of the City to insure continued knowledge of structural conditions and associated fire protection considerations.
- Manage the care and cleaning of quarters, buildings, grounds, apparatus, and equipment.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern fire suppression.
- Emergency medical, hazardous materials, and technical rescue.
- Administrative principles, methods, practices, and techniques.
- Proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices, and facilities.
- Principles and practices of supervision, training, and personnel management.
- Department policies and procedures.
- Budgeting procedures and techniques.
- Local geography including the location of water mains and hydrants and the major fire hazards of the City.

Ability to:

- Direct and coordinate the work of subordinates in emergency situations.
- Conduct training and demonstrate effective use of equipment and apparatus.
- Prepare operational work records and reports.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Make technical and emergency decisions quickly and calmly under emergency conditions.
- Plan, assign, supervise, train, and evaluate work of subordinates.
- Administer the assigned budget.
- Communicate effectively, both orally and in writing.

- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines (Effective September 1, 1996)

Experience:

Two years of increasingly responsible experience comparable to that of a fire captain.

Training:

An Association of Applied Science Degree in Fire Science from an accredited college or university; or a minimum of 60 hours of college credit course work in business or public administration or related field leading to a Bachelor's degree, plus the educational requirements for Fire Captain candidate eligibility (waived if currently on the BC eligibility list).

License or Certificate

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Possession of, or ability to obtain, an appropriate, valid Emergency Medical Technician Certificate.

Possession of, or ability to obtain, an appropriate, valid Hazardous Materials First Responder or Hazardous Materials Technician certificate.

Possession of, or ability to obtain, an appropriate, valid Radiological Monitoring certificate.